

**DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS – COALINGA**

**CLASSIFICATION:
STAFF SERVICES ANALYST (GENERAL)
(HUMAN RESOURCES)**

Approved by Staff Services Manager III – Guinn Rosier

Signature: *GRosier*

Date Approved: *2/18/2022*

1. **MAJOR TASKS, DUTIES AND RESPONSIBILITIES:** Under supervision of the Staff Services Manager III (SSMIII) - Human Resources Director (HRD), perform work of average difficulty in a wide variety of consultative and analytical staff services assignments for the Human Resources (HR) department at Department of State Hospitals – Coalinga (DSH-C).

35% Manage caseload of COVID related absences, exposures, quarantines, and tests. Ensure proper tracking, research, and accuracy of information provided. Analyze and research requests for the use of supplemental sick leave and review all documentation for completion prior to authorizing the use of this benefit. Serve as the administrative liaison between employees, supervisors, and Personnel and provide approvals for supplemental sick leave to the Personnel department. Provide approvals and denials for supplemental sick leave to employees and supervisors. Complete the supplemental sick leave spreadsheet accurately ensuring timely reporting to DSH-Sacramento (DSH-S). Ensure Administrative Time Off (ATO) is reported to Personnel timely. Assist in recording facility absences and report to Licensing daily and DSH-S weekly. Uphold and reinforce the security and confidentiality of employee and patient health record information and meet all regulations. Develop and maintain weekly, monthly, quarterly, and annual reports and audits. Provide periodic and timely submission of all reports to management, DSH Headquarters, and other agencies. Identify trends and deficiencies involving the area of work to which assigned. Develop, maintain, and monitor databases and spreadsheets to ensure compliance with mandated timelines for responses as per control agencies.

30% Process 3215 forms, identifying personal relationships with DSH-C employees, as they are received by the Human Resources (HR) office for current employees and New Hires. Review and analyze the need for a nepotism plan. Ensure plans are complete prior to routing to Executive for approval. Consult with supervisors and/or managers regarding incomplete plans. Process approved plans by saving, logging, and sending them to the supervisor and Personnel department.

- 20%** Send out reminders to supervisors and managers to claim new employees when provided by Training via email during each New Employee Orientation (NEO). Analyze the provided reports, reach out to supervisors to ensure employees are claimed, verify supervisors on leave have someone else claiming their employees, confirm contract staff are claimed, and ensure supervisors and managers are updating their Centralized Human Resource Management System (CHaRMS) to Active Directory Sync (CHADS) at least once every six months. Report any inconsistencies to the Technology Services Division (TSD) through the HUB Portal. Check subsequent reports to ensure the identified inconsistencies were corrected.
 - 10%** Serve as a liaison between departmental personnel, the Office of Human Rights, Office of Audits, and other various agencies, gathering and responding with the requested information, while maintaining confidentiality. Participate in analytical studies regarding the principles and techniques of the area of work to which assigned to ensure the efficiency of operation. Gather and analyze data for hospital-wide government and administration projects for integration into various required reports.
 - 5%** Review, research, analyze, and develop or revise Administrative Directives (ADs), policies, and procedures as related to State and Federal laws and regulations that apply specifically to Human Resources. Identify areas of concern and potential impact, consult with management, and make recommendations for proposed changes or program alternatives as needed. Assist other HR departments or DSH-Coalinga departments as time allows with mailing, faxing, printing, redacting, and filing as needed.
- 2. SUPERVISING RECEIVED:**
SSMIII – Human Resources Director
 - 3. SUPERVISION EXERCISED:**
None
 - 4. KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization.

ABILITY TO: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work.

5. REQUIRED COMPETENCIES:

ANNUAL HEALTH REVIEW: All employees are required to have an annual health review and TB test or whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

INFECTION CONTROL: Applies knowledge of correct methods of controlling the spread of pathogens appropriate to job class and assignment.

HEALTH AND SAFETY: Activity supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.

CPR: Maintain current certification if applicable.

THERAPEUTIC STRATEGY INTERVENTION (TSI): Supports safe working environment; practices the strategies and interventions that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior.

CULTURAL AWARENESS: Demonstrates awareness to multicultural issues in the work place that enable the employee to work more effectively.

RELATIONSHIP SECURITY: Demonstrates professional interactions with patients, and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION: Maintains and safeguards the privacy and security of patients' protected Health Information and other individually identifiable health information; whether paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES: None

- Broad-based knowledge of hospital operations, programs, and policies.

- Provide leadership and coordinate the work of multi-departmental teams at various stages in litigation processes.
- Possess excellent communication skills.
- Manage hospital compliance with issues of Privacy and Security.
- Ability to gain and maintain the confidence and cooperation of staff at all levels of the organization, outside agencies and assigned legal counsel.
- California Criminal Laws, Statutes, and Codes

TECHNICIAN PROFICIENCY (SITE SPECIFIC): Knowledge and use of Microsoft Word, Excel, Powerpoint, Access, and intra/internet.

6. **LICENSE OR CERTIFICATION:** It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Services.

7. **TRAINING:**

Training Category – 2 – Training Procedure No. 03-11.

The employee is required to keep current with the completion of all required training.

8. **WORKING CONDITIONS:**

ADMINISTRATIVE DIRECTIVE AD-146:

Each employee shall be fully acquainted with the rules and regulations of the Department of State Hospitals and of the hospital.

EMPLOYEE IS REQUIRED TO:

1. Report to work on time and following procedures for reporting absences.
2. Maintain professional appearance.
3. Appropriately maintain cooperative, professional, and effective interactions with employees, patient/client and the public.
4. The work entails routinely encountering clients and interacting with staff throughout the facility, thus sensitivity and tolerant even temperament is required.
5. The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

Employee Signature

Print Name

Date

DUTY STATEMENT: STAFF SERVICES ANALYST (GENERAL) – HUMAN RESOURCES
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Approval Date: 2/10/2022
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Supervisor Signature

Print Name

Date